



**EIP Assessment  
Implementation & Migration Planning Teams  
Agenda for 1<sup>st</sup> meeting**

December 2, 2004

Please let me welcome you to participating in the second phase of the Enterprise Infrastructure and Personnel (EIP) Assessment. The first phase was to produce the IT consolidation impact study at the request of the legislature and deliver it to them by December 1. The second phase is to produce a detailed implementation and migration plan from the material included in the study document. The implementation and migration plan is being developed at the request of the Governor and has a due date of January 15, 2005. Of the three organizational models included in the IT consolidation impact study, the Governor has requested we develop the implementation and migration plan towards model 2, the shared services model.

Coeur Business Group from St. Louis was the selected consultant from an RFP process to develop the IT consolidation impact study. Coeur Group is being retained by DAS to develop the EIP Assessment implementation and migration plan. Due to the very short timeframe from the Governor, Coeur Group will add continuity to the planning process and help us develop the deliverables of the plan by the required due date.

The planning process will be centered around eight teams and these eight teams are:

- Team 1 - Governance
- Team 2 - Enterprise Architecture
- Team 3 - Funding
- Team 4 - IT Procurement
- Team 5 - Common Statewide Infrastructure
- Team 6 - Data Center Consolidation
- Team 7 - Standardized Desktop
- Team 8 - Enterprise Application Inventory

The dates that the eight teams will be meeting are:

- Team 1 - meetings on December 7, 14, 20 and January 10, 8:30 until 11:30 a.m. sessions.
- Team 2 - meetings on December 7, 14, 20 and January 10, 8:30 until 11:30 a.m. sessions.
- Team 3 - meetings on December 7, 14, 20 and January 10, 1:30 until 4:30 p.m. sessions.
- Team 4 - meetings on December 7, 14, 20 and January 10, 1:30 until 4:30 p.m. sessions.
- Team 5 - meetings on December 9, 16, 21 and January 11, 8:30 until 11:30 a.m. sessions.
- Team 6 - meetings on December 9, 16, 21 and January 11, 8:30 until 11:30 a.m. sessions.
- Team 7 - meetings on December 9, 16, 21 and January 11, 1:30 until 4:30 p.m. sessions.
- Team 8 - meetings on December 9, 16, 21 and January 11, 1:30 until 4:30 p.m. sessions.

All meetings will be in Hoover B level conference rooms 2 and 3. Teams 1, 3, 5 and 7 will meet in conference room 2. Teams 2, 4, 6 and 8 will meet in conference room 3.

The agenda for the first team meeting are as follows:

Project Initiation Workshop December 7 <sup>th</sup> or December 9th		
Time	Agenda Item	Assignment
08:30 - 08:45	Presentation	Coeur Group
08:45 - 09:00	Introductions	All
09:00 - 09:15	Team Norms	Coeur Group
09:15 - 09:20	Elect Team Chair	All
09:20 - 09:45	Team Charter	Chair - All
09:45 - 10:00	Break	All
10:00 - 11:15	Activity Work Shop	All
11:15 - 11:30	Wrap up and Next Steps	Chair and Coeur Group

Project Initiation Workshop December 7 <sup>th</sup> or December 9th		
Time	Agenda Item	Assignment
1:30 - 1:45	Presentation	Coeur Group
1:45 - 2:00	Introductions	All
2:00 - 2:15	Team Norms	Coeur Group
2:15 - 2:20	Elect Team Chair	All
2:20 - 2:45	Team Charter	Chair - All
2:45 - 3:00	Break	All
3:00 - 4:15	Activity Work Shop	All
4:15 - 4:30	Wrap up and Next Steps	Chair and Coeur Group

As preparation before the first team meeting:

The team members will need to become familiar with the IT consolidation impact study document. There are cross-references and linkages between many of the teams and the initiatives. It's a large document, but it's also the basis for all of our work between now and January 15. The final version of the EIP Assessment IT consolidation impact study has been posted to both the Internet and intranet websites. The name of the document is "Consolidation Impact Study - FINAL 12/01/04."

Here's the link for the intranet website:

<http://intranet.iowa.gov/eip/>

Here's the link for the Internet website:

<http://das.ite.iowa.gov/eip/>

For a complete list of the members of your particular planning team, please see the implementation planning team document also attached to the accompanying email.

Again, thank you for your help in developing this plan for the Governor.